

**MISSOURI
FISCAL YEAR (FY) 2017
EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG)
PROGRAM MANUAL**

ISSUED BY

State Emergency Management Agency (SEMA)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)

CFDA Number: 97.042

CFDA Title: Emergency Management Performance Grants (EMPG)

AUTHORIZING AUTHORITY FOR PROGRAM

National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.); Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 et seq.); Reorganization Plan No. 3 of 1978 (5 U.S.C. App.); and, Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), Public Law 109-295, as amended, (6 U.S.C. § 762).

APPROPRIATION AUTHORITY FOR PROGRAM

The Consolidated Appropriations Act, 2016 (Public Law 114-113)

KEY DATES

Application Start Date: 02/01/2017

Application Submission Deadline: 02/17/2017 at 5:00 p.m.

Anticipated Award Date: 08/11/2017

Period of Performance FY 2017 EMPG program:

January 1, 2017 through December 31, 2017

FY17 MISSOURI EMPG PROGRAM MANUAL

EXECUTIVE SUMMARY

Emergency Management Performance Grants (EMPG)

EMPG is a funding opportunity offered by the State Emergency Management Agency (SEMA). The purpose of the Missouri EMPG Program is to support a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal.

Eligible Applicants

The following entities with an emergency management director/coordinator are eligible to apply under this solicitation:

Funding under this program is ultimately used by emergency management organizations at the Local level of government. A Local organization for emergency management is any organization established under RSMo Chapter 44 by any county or by any city, town, or village to perform local emergency management functions, including fire districts.

Baseline Requirements

There are eight (8) Baseline Requirements for participation in the 2017 Missouri EMPG Program. All EMPG recipients are required to:

- Designate a 24/7 Emergency Operations Center (EOC)
- Maintain a Local Emergency Operations Plan (LEOP)
- Implement the National Incident Management System (NIMS)
- Complete FEMA/SEMA training requirements
- Participate in at least three (3) annual exercises
- Maintain an annual Training and Exercise Plan (TEP)
- Register for WebEOC, utilize during incidents, events and trainings
- Participate in Threat and Hazard Identification and Risk Assessment (THIRA) updates

Eligible Costs

2017 Missouri EMPG costs are limited to the following categories:

- Essential Emergency Management Personnel and Benefits
- Essential Emergency Operations Center Supplies and Operating Expenses
- Essential Emergency Operations Center Equipment
- Essential Emergency Management Travel

Application Process

The SEMA is making the 2017 Missouri EMPG application opportunity available through [WebGrants](#), an on-line internet portal. First-time users will need to register their organizations and get approval from SEMA prior to beginning the application process. Registration approval within WebGrants is not automatic and is subject to review and must be approved by the EMPG

Program Manager. The WebGrants portal is open for registration at <https://dpsgrants.dps.mo.gov>. The application period is from February 1 to February 17, 2017 at 5:00 p.m.

Cost Share or Match

The Federal share of funds made available under the program shall not exceed 50 percent (50%) of the total budget. 42 U.S.C. § 5196(j). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. SEMA administers EMPG Program cost matching requirements in accordance with 2 CFR 200.306. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

Match can be hard or in-kind. Hard match is funds provided by the local government for the EMA, while in-kind match is donated goods or services. It should be noted that in-kind match should not replace hard match provided by the city or county for the purposes of running the EMA. In-kind match is used specifically for goods or services that go above and beyond the approved funds. For example, in-kind (or soft-match), can be used for items/projects that could not be funded through budgeted dollars. Items seen so far include purchasing a radio, repeater, computer, etc. that could not be afforded through approved local budget. In-kind match will be reviewed at time of application and is subject to available funds provided through SEMA for local expenses.

Indirect Costs

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. A copy of the approved rate (a fully executed agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

FY16 MISSOURI EMPG PROGRAM MANUAL

I. Funding Opportunity Description

Program Overview and Priorities

The purpose of the EMPG Program is to make grants to assist State and local governments in preparing for all hazards, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, States, and their political subdivisions. The Federal Government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists at all levels for all hazards.

Program Objectives

The 2017 EMPG Program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The 2017 EMPG Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response and Recovery mission areas.

Examples of tangible outcomes from the EMPG Program include:

- Building and sustaining core capabilities
- Completion of the Threat and Hazard Identification and Risk Assessment (THIRA) process
- Strengthening governance integration
- Approved emergency plans
- Development and maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted training and verification of personnel capability
- Whole community approach to security and emergency management

II. Baseline Requirements

In order to meet the established program objectives, the Missouri EMPG Program has established eight (8) baseline requirements for all recipients of 2017 funding.

Baseline Requirement #1 : Emergency Operations Center (EOC)

Recipients of 2017 EMPG funding are required to establish and designate a primary Emergency Operation Center (EOC) facility for their jurisdiction. The EOC must have 24/7 availability and the location and point of contact must be identified on the 2017 EMPG application.

Baseline Requirement #2 : Local Emergency Operations Plan (LEOP)

Recipients of 2017 EMPG funding are required to update/review their Local Emergency Operations Plans (LEOP) every 2 years and maintain verification documents identifying changes with SEMA. Jurisdictions are encouraged to work with their SEMA Regional Coordinator to establish LEOP objectives and annual updates/reviews. The date of the jurisdiction's last LEOP update/review and planned quarterly activities to meet this requirement must be identified on the 2017 EMPG application.

Baseline Requirement #3 : National Incident Management System (NIMS)

Recipients of 2017 EMPG funding are required to implement and strive for compliance with the National Incident Management System (NIMS). Jurisdictions must assess their NIMS compliance through ten (10) yes/no questions on the 2017 EMPG application and identify quarterly activities to mitigate any non-compliance.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients of FY 2017 EMPG funds are required to participate in the statewide Kind & Typing initiative to include development of a deployable assets list that supports the Kind & Typing initiative.

Baseline Requirement #4: Training Requirements

Recipients of 2017 EMPG funding are required to ensure that all EMPG funded personnel complete the following FEMA training courses within twelve (12) months of hire and record proof of completion IS 100, IS 120, IS 200, IS 230, IS 235, IS 240, IS 241, IS 242 IS 244, IS 700 and IS 800.

Additionally, all EMPG funded exercise officers and management personnel involved in the design and evaluation of exercises must complete L-146 HSEEP within 24 months of hire and record proof of completion. If any required EMPG training has not yet been completed, jurisdictions must identify planned quarterly activity to meet the requirement on the 2017 EMPG application.

Baseline Requirement #5: Exercise Requirements

Recipients of 2017 EMPG funding are required to ensure that all EMPG funded personnel actively participate in three (3) exercises during a twelve month period. For the purpose of the grant, exercises shall be completed during the calendar year to coincide with the performance period.

The State requires that all EMPG funded personnel must participate in no less than two (2) discussion-based exercises (seminar, workshop, table-top, game) and one (1) operations-based exercise (drill, functional, full-scale) per calendar year. In keeping with maintaining a progressive exercise program, all EMPG funded personnel are required to participate in a full-

scale exercise a minimum of once every three (3) years. Jurisdictions must identify planned quarterly activity to meet these requirements on the 2017 EMPG application.

Baseline Requirement #6 : Training and Exercise Plan Workshop (TEPW)

Recipients of 2017 EMPG funding are required to conduct or participate in an annual Training and Exercise Plan Workshop (TEPW). At a minimum, jurisdictions should maintain a local Training and Exercise Plan (TEP) that addresses compliance with EMPG training and exercise requirements.

Baseline Requirement #7 : WebEOC

Recipients of 2017 EMPG funding are required to register for WebEOC and attend related trainings. We strongly encourage the use of WebEOC during incidents, events and related trainings.

Baseline Requirement #8 : Threat and Hazard Identification and Risk Assessment (THIRA)

Recipients of 2017 EMPG funding are required to participate in the development and/or maintenance of state or regional Threat and Hazard Identification and Risk Assessments (THIRA). Participation in THIRA development may include serving as a member of regional working groups, interacting with state or regional THIRA planners, and/or answering THIRA data call queries.

III. Equipment Inventory

Equipment Inventory Form

Emergency Management Performance Grant (EMPG) applicants are required to submit an inventory of equipment they have purchased with EMPG funding at time of application on each even numbered calendar year (2016, 2018, 2020, etc.) Applicants must complete the Equipment Inventory Form, within the DPS WebGrants online portal, for newly purchased equipment in order to receive reimbursement through the EMPG. It is the responsibility of the subrecipients to maintain an updated inventory of equipment in WebGrants for items purchased with EMPG funds.

IV. Funding Information

Funding Priorities

The Missouri EMPG Program has established four (4) funding priorities for 2017. Eligible funding is limited to costs to support essential emergency management personnel and benefits, essential emergency operations center supplies and operating expenses, essential emergency operations center equipment and essential emergency management travel.

Essential Emergency Management Personnel and Benefits

Missouri EMPG funding is available to support essential emergency management personnel and benefits. Eligible costs include salary, contractual support and fringe benefits. All costs must be itemized and justified in the 2017 EMPG application. Examples of essential emergency management personnel funded positions are:

- Emergency Management Director
- Assistant Emergency Management Director
- Emergency Management Administrative Assistant
- Existing EMPG Funded Positions

Essential Emergency Operations Center Supplies and Operating Expenses

Missouri EMPG funding is available to support essential emergency operations center (EOC) supplies and operating expenses. Eligible costs are limited to those items with a per unit value of less than \$1,000 that directly support the jurisdiction's EOC. The essential emergency operations center supplies category cannot be used to provide items for non-EMPG positions. All costs must be itemized and justified in the 2017 EMPG application. Examples of essential emergency operations center supplies and operating expenses are:

- EOC Maintenance (Maintenance/repair expenses for copier, computer, generator, other office equipment, etc.)
- General Office Supplies: Broadly defined as day-to-day supplies used on a recurring basis in general business functions and office operations, and are typically non-technical consumables with a singular/limited usefulness in life, such as writing tools (pencils, pens, markers); fasteners (paper clips, rubber bands, binding clips); general office paper products, (notebooks, post-it pads, calendars, copy paper); document filing and storage needs (folders, boxes, ring binders); desk accessories and organization aids; data processing media (CDs, flash drives); etc. *Excludes* photocopier paper, custom-printed paper items, cleaning products, toilet paper and hand towels, tools, paint, etc.
- Insurance (vehicle, building, etc.)
- Phone (Office phones for EOC and cell phones for EMPG federally funded personnel only)
- Postage
- Registration Fees (professional membership dues, conferences, etc.)
- Rent (Off-site storage rent/maintenance is capped at \$2,500 per year)
- Subscriber Services (internet, satellite, cable, etc.)
- Utilities (electric, water, gas, etc.)
- Vehicle Maintenance (EM vehicles only). Pursuant to Missouri Revised Statute Chapter 301 a "Vehicle" is defined as any mechanical device on wheels, designed primarily for use, or used, on highways.
- Other EOC Supplies/Operating Expenses: Includes laser printers, laptops, software maintenance service contracts with other agencies, etc. for the EOC or other expenses required in the operation of the EOC that do not fall within the descriptions above.

- Contractual (services, maintenance, etc.). Contractual services should be for operation of the EOC. Services should not replace personnel duties as outlined by position descriptions and baseline requirements for grant funding.

Essential Emergency Operations Center Equipment

Missouri EMPG funding is available to support essential emergency operations center (EOC) equipment. Eligible costs are limited to those items with a per unit value less than \$10,000 (inclusive of federal and local match) that directly support the jurisdiction's EOC or EMPG funded positions. The essential emergency operations center equipment category cannot be used to sustain or maintain locations or equipment outside the jurisdiction's EOC. All costs must be itemized and justified in the 2017 EMPG application. Essential emergency operations center equipment is limited to the following Authorized Equipment List (AEL) categories:

- Personal Protective Equipment (Category 1)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

Essential Emergency Management Travel

Missouri EMPG funding is available to support essential emergency management travel. Eligible costs are limited to those that directly support EMPG federally funded personnel. Meal and lodging per diem is limited to state maximum rates and is only allowed when individuals are in twelve (12) hour travel status. Travel must be the most direct, practical route. The amount of mileage claimed cannot exceed \$0.37 per mile (current rate). All costs must be itemized and justified in the 2017 EMPG application. Do not include registration fees in the travel section as there is a line item for registration fees in operating expenses. Examples of essential emergency management travel costs are:

- Fuel
- Lodging
- Mileage
- Per Diem/Meals
- Other (parking, taxi, airfare, etc.)

Unallowable Costs as determined by FEMA

- Expenditures for weapons systems and ammunition

- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Activities and projects unrelated to the completion and implementation of the EMPG Program
- Response activities

Subrecipients should consult with their grant specialist prior to making any investment that does not clearly meet the allowable criteria established in this Program Manual.

V. Application Review Information and Selection Process

Application Review Information

Submitted applications will undergo a complete administrative review. SEMA will be responsible for reviewing the 2017 EMPG Statements of Work and Budgets in order to assess their emergency management sustainment and enhancement efforts as well as the linkage to the core capabilities identified in the National Preparedness Goal.

Application Selection Process

All 2017 EMPG Statements of Work and Budgets will require final approval by SEMA senior leadership. Subrecipients will be notified by their EMPG Grants Specialist should any component of the EMPG Program application require additional information.

VI. Post-Award Guidelines

Notice of Award

Upon approval of an application, the award will be made in the form of a grant. Notification of award approval is made through the WebGrants system through an automatic e-mail to the recipient point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official with directions for accepting award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under Federal awards.

Acceptance of Award

Subrecipients must accept their grant awards no later than 60 days from the date of notification of award. The subrecipient shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the subrecipient accepts the award through official correspondence, (e.g., signed original award), and all other conditions of award have been satisfied, or the award is otherwise rescinded. **Failure to accept the grant award within the 90 days from the date of notification will result in a loss of funds.**

Administrative and Federal Financial Requirements

Subrecipients are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund draw-downs may be withheld if these reports are delinquent.

Claims are submitted electronically in WebGrants in the “Claims” component. Claims must be submitted on the following dates:

1st and 2nd Quarters (January 1 through June 30) are due July 15, 2017

3rd Quarter (July 1 through September 30) is due by October 15, 2017

4th Quarter (October 1 through December 31) is due by January 31, 2018

Quarterly Status Reports

EMPG Quarterly Status Reports must be submitted to the EMPG Grants Specialist on a quarterly basis through the WebGrants system. The Quarterly Status Reports must be based on the approved EMPG Statement of Work and are due no later than July 15, October 15, and January 31, 2018.

EMPG subrecipients are required to report quarterly on progress towards completing activities and projects approved in the Statement of Work as well as progress made towards implementing 2017 EMPG Baseline Requirements.

Subaward Adjustments

Subaward adjustments may be submitted from time of anticipated funding to November 1st. No changes to the budget will be accepted after this deadline. In addition, subaward adjustments must be approved before funds are obligated to the requested change.

Monitoring

Subrecipients will be monitored on an annual and/or as needed basis by SEMA staff, both programmatically and financially, to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed. Monitoring is selected through a Risk-Assessment inclusive of past audits, performance, financial and programmatic aspects of subrecipients.

Grant Close-Out Process

Within 31 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, subrecipients must submit a final status report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. This is done on the 4th quarter Status Report due January 31, 2018. After these reports have been reviewed and approved by SEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated and address the requirement of maintaining the grant records for three years from the date of the close-out.

VII. Contact Information

SEMA will manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for the EMPG Program. SEMA also provides technical assistance to EMPG Program subrecipients. For more information please contact:

- Amy Lepper, Program Manager: 573-751-0788
 - Cell Phone: 573-301-1960
- Laura Teske, EMPG Grants Specialist: 573-751-3401
- Jackie Hofstetter, EMPG Grants Specialist: 573-526-9256

WebGrants

The 2017 EMPG Program will utilize WebGrants for applications, awards, claims, adjustments, reporting and close-out. WebGrants is available at <https://dpsgrants.dps.mo.gov>. For more information contact your grant specialist.

VIII. Other Critical Information

National Preparedness

SEMA coordinates with Local, State, and the Federal government as well as the private and nonprofit sectors to facilitate an all-of-nation/whole community, risk driven and capabilities-based approach to preparedness. This approach is grounded in the identification and assessment of risk through the Threat and Hazard Identification and Risk Assessment (THIRA). Local jurisdictions must participate in the development and update of the State/Regional THIRA and State Preparedness Report (SPR), annually to ensure that the community's shared understanding of risk evolves to account for changes in the risk landscape, including successful mitigation efforts, emerging threats, hazards, and associated consequences.

National Incident Management System (NIMS) Implementation

Prior to allocation of any Federal preparedness awards in FY 2017, subrecipients must ensure and maintain adoption and implementation of NIMS. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying and cataloging promote a strong national mutual aid

capability needed to support delivery of core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

Environmental Planning and Historic Preservation (EHP) Compliance.

SEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. This process can take 30 to 45 business days to be approved by FEMA for minor projects, and longer for more extensive projects. The EHP review process must be completed before funds are released to carry out the proposed project.

SAFECOM Guidance for Emergency Communications Grant Compliance

Subrecipients that are using EMPG Program funds to support emergency communications activities should comply with the *FY 2016 SAFECOM Guidance for Emergency Communications Grants*. SAFECOM Guidance is available at <http://www.safecomprogram.gov/grant/Default.aspx>.

Emergency Operation Plan (EOP)

Subrecipients must update their EOP at least once every 2 years. An evaluation matrix to describe and calculate the percentage towards compliance with CPG 101 v.2 is available at <http://www.fema.gov/national-preparedness/plan>.

Procurement

Per 2 CFR 200.318 through 200.326, subrecipients are required to adhere to certain procurement standards for entering into contracts for personnel or services. This includes full and open competition, methods of procurement to follow, federal or pass-through entity review, and including federal provisions into contracts. To see full regulations regarding procurement you can visit http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

IX. How to Apply

Application Instructions

Applications for EMPG funding must be submitted online via the Missouri Department of Public Safety WebGrants system at <https://dpsgrants.dps.mo.gov> . This system will be used from the application phase through the administration and closeout phase for all projects funded through the EMPG Program.

Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The applicant must provide a DUNS number with their application. This number is a required field within <http://dpsgrants.dps.mo.gov>. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.